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29 November 1951

Appendix B

TENTATIVE DRAFT

CENTRALIZATION OF SELECTION FOR PARTICIPATION  
IN THE CIA CAREER SERVICE PROGRAM

1. INTRODUCTION

It was agreed to consider the subject of centralization of selection of candidates for participation in the Career Service Program in over-all, general terms as distinguished from the "mechanics" of the selection process which will involve detailed consideration of such specific items as promotion policy, selection out, and so forth.

2. RECOMMENDATIONS

A. As a minimum standard the selection process should be decentralized to at least the Office level in the present meaning of that term in CIA and be a primary responsibility of Assistant Directors and comparable officials. In order to provide further decentralization if the size of a particular unit makes it necessary for efficient and equable processing, office-level boards (or Assistant Directors) may create additional, equally empowered boards as necessary.

B. CIA Career Service Board

Members: Deputy Director, CIA or alternate

Deputy Director, Plans or alternate

Deputy Director, Administration or alternate

Director of Training

Assistant Director, Personnel

Secretariat (Career Development Staff: Personnel Office)

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- Functions: (1) Develops policy governing the Career Service Program for submission to the Director of Central Intelligence and serves as his advisor on all matters concerning the program.
- (2) Advises and reviews the functioning of /Office/ Career Service Boards.
- (3) Reviews the functioning of the Career Service Program including:
- a. Continuing approval of selection standards employed in the training and rotation programs.
  - b. Acting as final board of appeal in all dissensions between subordinate boards and between boards and individuals.
  - c. Acting as final board of adjudication in all Career Service matters involving subordinate boards and Agency offices.

C. /Office/ Career Service Board

- \* Members: Assistant Director or Deputy Assistant Director  
Staff and Division Chiefs (as appointed by Office Head)
- # Secretariat (as appointed by Office Head)

\* Membership is to be reported to the Career Service Committee

# It is recommended that consideration be given to augmenting the office  
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TO's as appropriate

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- Functions:
- (1) Serves as advisor to the Assistant Director and acts for him on all matters pertaining to the Career Service Program.
  - (2) Approves or disapproves selection for initial participation in the Career Service Program.
  - (3) Directs within the office, the application and functioning of the Career Service Program.

### III. DISCUSSION

It was generally acknowledged that the current proposal for establishment of a "Career Service" unit in the Personnel Division to work in conjunction with the Office Board "Secretariats" was sound and essential. With regard to the "Office Boards" the sense of the meeting was firmly against permitting lower than Staff and Division Chiefs as members.